



## **JOB CLUB MEMO #27 [FY 2011]**

**FROM:** Joe Heiney-Gonzalez [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov)  
Montgomery County Office of Human Resources

**RE:** JOB CLUB MEMBER ALERT----- Job Seeker Resources

**DATE:** December 29, 2010

### **I. Montgomery County *CAREERS* Website Under Construction.**

The Montgomery County Government *Careers* Website is currently **UNDER CONSTRUCTION** to transition the website to the new *iRecruitment online job application system*.

Please check the website January 3, 2011 to apply for current vacancies. If you have any questions, please contact the Office of Human Resources or call 240-777-0311 Voice or 240-777-5126 TTY for assistance.

### **II. Area Job Postings**

***Two Job Opportunities – The Media Network.*** See below for position details and application instructions

#### **Senior Account Executive**

**HOW TO APPLY:** Email your resume, cover letter describing your pertinent experience and salary requirements, and sample materials to [tmnjobs@themedianetwork.com](mailto:tmnjobs@themedianetwork.com). Use the Email subject header "**Senior Account Executive.**"

The Media Network, a full-service communications firm located in Silver Spring, Maryland, is looking for an experienced Bilingual (English/Spanish) Senior Account Executive to manage government, nonprofit, and corporate accounts. The ideal candidate will have 5-7 years experience coordinating all aspects of a comprehensive communications campaigns. Candidate should have strong media relations, writing and overall account management experience. Knowledge of transportation issues is preferred.

This position will support our Marketing and Communications group and provide mid-level management of communications campaigns. The ideal candidate has social media

and print/digital media relations experience. Candidate will be a strategic, creative, quick-thinking individual.

**Essential Duties and Responsibilities:** The Senior Account Executive's primary job is making sure the client receives the services required in the scope of work in a timely manner and the execution of the work is within the cost parameters for labor hours and other direct costs established by the contract/task order.

Primary SAE responsibilities: Drive day to day account activities; Lead client meetings, presentations at client meetings, and routine reporting; Manages client requests, project timeline and support staff; Develop communication strategies for short and long term campaigns; Effectively communicate to internal and external teams to ensure projects meet deadlines, budgets and client expectations; Manage and monitor project budgets including labor and consultant hours; Ensure all client deliverables including press releases, design comps, blue lines, reports, broadcast materials etc. are quality checked prior to releasing to client; Conduct aggressive media relations when needed; Maintains project management systems including databases, filing and other electronic and paper based management system; Monitor and identify industry trends relevant to client work; Gathers and assembles background information and analyses as needed by business development staff in the development of proposals

**Skills/Qualifications:** A minimum of 5 years of agency experience; Strong communication skills both verbal & written; Desire to be a long-term member of a fast moving, growing team; Able to work in a fast paced environment; Able to work effectively independently as well as in a team environment; Work well under pressure and maintain a positive attitude; Experience building strong client relationship; Experience planning, developing, and implementing communication campaigns; Experience with product development, such as radio and/or TV spots, print materials, etc; Experience with new media (digital, interactive, mobile, social media); Experience coordinating SMT a plus; Bachelor's degree in communications, public relations, journalism, marketing, or have a MBA or MPH

### **Account Executive**

**HOW TO APPLY:** EMAIL your resume, a cover letter describing your pertinent experience and salary requirements, and sample materials to [tmnjobs@themedianetwork.com](mailto:tmnjobs@themedianetwork.com). Please use the Email subject header "**Account Executive.**" The Media Network is an Equal Employment Opportunity Employer (EOE).

The Media Network, a full-service communications firm located in downtown Silver Spring, Maryland, is looking for an experienced Bilingual (English/Spanish) Account Executive to manage government, nonprofit, and corporate accounts. The ideal candidate will have 3+ years experience coordinating all aspects of a comprehensive communications campaigns from initial planning through product development and campaign implementation. Knowledge of health, transportation, and environmental issues is preferred.

**Key responsibilities will include:** Drive day to day account activities; Lead client meetings, presentations at client meetings, and routine reporting; Manage client requests, project timeline and support staff including vendors; Develop communication strategies for short and long term campaigns; Effectively communicate to internal and external teams to ensure projects meet deadlines, budgets and client expectations; Develop strategic documents, such as communications and distribution plans, creative briefs, timelines, and production schedules; Develop technical products, such as brochures, op-eds, press releases, and drop-in articles as well as radio and/or TV spots; Develop media and community outreach plans; Monitor and identify industry trends relevant to client work;

**Qualifications:** Excellent written and verbal communications skills; Detail-oriented and the ability to follow up on tasks; Able to work in a fast paced environment; Able to work effectively independently as well as in a team environment; Vendor and consultant management experience; Bachelor's degree in marketing/communications or other relevant field in addition to having 3 years of experience. Government contracting and/or agency experience preferred; Must be well-organized and have initiative; Excellent people skills and the ability to work with a wide range of people; Experience in production is a plus (TV, radio and video); Experience with new media (digital, interactive, mobile, social media) a plus; Knowledge of health, transportation, and environmental issues is preferred.

**Job Opportunities with Marriott Hotel – Below is a list of Marriott locations, Job ID #s and Job Titles available at the listed locations. To apply for one or more job posting, go to website at [https://wss6a.unicru.com/hirepro/marriottcorp/sitelocator\\_new.jsp?lang=en](https://wss6a.unicru.com/hirepro/marriottcorp/sitelocator_new.jsp?lang=en) then type in CITY and STATE of the location for the individual Job Title from the list below.**

**NOTE: Webpage for Marriott Careers is available at [www.marriott.com/careers](http://www.marriott.com/careers)**  
*This information provided by Mary Ngo, Senior Project Officer at MontgomeryWorks One-Stop Career Center.*

Property Name and Address	Job ID #	Job Title
Courtyard New Carrollton Landover 8330 Corporate Drive, Landover, MD, 20785	720336 718959 721367	Guest Service Rep-PM Housekeeper Housekeeper-General Clean/PM
Greenbelt 6301 Golden Triangle Drive Greenbelt, MD, 20770	718351	Housekeeper
Gaithersburg Washingtonian Center 204 Broadwalk Place Gaithersburg, MD, 20878	722692	Guest Service Rep-PM

Courtyard Annapolis 2559 Riva Road Annapolis , MD, 21401	717500 717501 721874 722350	Guest Service Rep-PM Housekeeping Aide Server Housekeeper-GeneralClean/PM
Courtyard Fort Meade at National Business Park 2700 Hercules Dr. Annapolis Junction, MD, 20701	715637 717855 718011	Bistro Svr-Refreshing Bus PM Bistro Svr/Cook-Refresh Bus PM Coord-Property CFRST
Bethesda 5151 Pooks Hill Road Bethesda, MD, 20814	722770 720965 720966 723042	Night Auditor Guest Service Representative Agent-At Your Service Supervisor-Front Desk
Greenbelt Marriott 6400 Ivy Lane Greenbelt, MD, 20770	600868 718843	Guest Service-Driver Station Attendant-Lead
Bethesda Suites 6711 Democracy Boulevard Bethesda, MD, 20817	720727	Supervisor-Kitchen
Bethesda North Conf. Center 5701 Marinelli Road Rockville, MD, 20852	721865 720838 716542 714504 714503 714506 718561 712597 707149	Clerk-Front Desk-PM Clerk-Front Desk-PM Attendant-Housekeeping Supervisor-Kitchen Cook-Specialty Steward Concierge-Banquets/Conferences Server-Banquets Attendant-Gourmet Coffee
Bethesda Downtown 7335 Wisconsin Ave. Bethesda, MD, 20814	717544 717479 717586 717545	Guest Service Representative Guest Service Representative Attendant-Gatehouse Attendant-Gatehouse
Washington DC Prince George's National Harbor 192 Waterfront St. Oxon Hill, MD, 20745	719743 719794 720314	Housekeeper-GeneralClean/PM Server-Banquets Maintenance-Technician I

Aspen Wye River 201 Wye Woods Way Queenstown, MD, 21658	721824	Supervisor-Kitchen
UMUC, Inn & Conference Center 3501 University Blvd. E. Adelphi, MD, 20783	716873	Supervisor-Restaurant

***Supervisory Budget Analyst – OD/OB-DE-CR – Department of Health and Human Services with the National Institutes of Health. Job Announcement Number: HHS/NIH-2011-0975***

**Application Deadline: December 31, 1010.**

**Salary Range: \$123,758.00 to \$155,500.00/year**

**HOW TO APPLY:** Use web link below to view job description and application instructions:

**<http://jobview.usajobs.gov/GetJob.aspx?JobID=95074914&JobTitle=Supervisory+Budget+Analyst+--OD%2fOB-DE-CR&q=HHS%2fNIH-2011-0975&where=&brd=3876&vw=b&FedEmp=N&FedPub=Y&x=37&y=10&AVSDM=2010-12-23+00%3a03%3a00>**

***Job Opportunities on VETCENTRAL website –***

**Visit website at <http://vetjobcentral.com/OS/jobs.aspx?OS=53208> to view individual job descriptions and online application instructions. Job postings are updated daily.**

### **III. Previous Postings**

***Career Coach– Jewish Social Service Agency (JSSA\*)***

**Position located in Northern Virginia, 18.75 hours per week**

*\*JSSA is a nonprofit, nonsectarian provider serving people of all religious backgrounds, races, and ethnicities serving residents of the Greater Washington and D.C. region*

**Visit agency website at [www.jssa.org](http://www.jssa.org) for more information about the agency and the Career Coach job**

**HOW TO APPLY:** Send resume and salary requirements to: Jewish Social Service Agency (JSSA), Attn: HR, 200 Wood Hill Road, Rockville, MD 20850, fax 301.309.2596, e-mail [hr@jssa.org](mailto:hr@jssa.org) An EOE

**Requirements:** Serve as initial point of contact and provide career consultation to job seekers, refer job seekers to agency and community resources. Develop and coordinate appropriate career services for unemployed professionals. Develop relationships with local partner organizations, lead groups/workshops. Participate in

development of new programs. Work closely with social worker and career coaches to coordinate services. Skills: Good assessment ability, teamwork, flexibility, excellent customer service and presentation skills, and ability to work in a fast-paced environment. Demonstrated knowledge of current employment market, resume writing, interview skills, and job search techniques. Master's degree and 3 years of experience or Bachelors degree and 5 years of experience required. Coaching or HR certification preferred. Experience working with job seeking professionals. Competitive salary and excellent benefits.

**- House Diversity Job Bank -- Visit website at <https://cha-diversity.house.gov/> to learn more about the House Diversity Job Bank**

**Excerpt from the House Diversity Job Bank website:**

Congressional staffers can make a direct impact on the lives and wellbeing of millions of Americans. In this fast-paced environment, we are looking for goal-oriented individuals interested in public service. While there are several publications on the subject of working on Capitol Hill, we recommend that you review the attached job summaries to consider the type of positions and salary ranges that are most suitable for your knowledge, skills, and abilities. Specific information about current vacancies within the House and for the federal government is available at <http://www.house.gov/vacancies/vacancieslist.aspx> and <http://www.usajobs.gov>.

**Visit website at <https://cha-diversity.house.gov/position-descriptions.pdf> for an overview of thirteen common staff positions at the United States House of Representative.**

***Learn about the Hotel and Lodging Sector AND Improve English Language Skills***  
**Classes begin January 2011**  
**Montgomery Works offers WORKPLACE ENGLISH FOR HOSPITALITY at the Sales & Service Learning Center in Wheaton, MD, Located at 11160 Veirs Mill Road, Suite LLH-17 in Westfield Wheaton Shopping Center, Wheaton, MD (Near DSW Shoes, between H&R Block and Westfield Management Office)**  
**This opportunity is available through funding by *Montgomery Coalition for Adult English Literacy* and *Montgomery County Government***

**ELIGIBILITY REQUIREMENTS:** High intermediate-level English learner; Interest in working in hotel and lodging sector; Montgomery County resident; authorization to work in U.S.A.

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**ORIENTATION DATES & TIMES**

*Attend an orientation to learn more about the training!*

Wednesday, Dec. 29 <sup>th</sup> - 12:00 PM (Orientation will last 1 hour; No one can enter after 12:10 PM)	Thursday, Jan. 6 <sup>th</sup> - 11:00 AM (Orientation will last 1 hour; No one can enter after 11:10 AM)	Monday, Jan. 10 <sup>th</sup> - 10:00 AM (Orientation will last 1 hour; No one can enter after 10:10 AM)
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**MontgomeryWorks Sales & Service Learning Center**

11160 Veirs Mill Road, Suite LLH-17 - Westfield Wheaton Shopping Center – Wheaton, MD  
20902

(Near DSW Shoes, between H&R Block and Westfield Management Office)

**PLEASE NOTE:** *Attending an orientation is required but does not guarantee a seat in the class. Individual verbal testing is required - Appointments will be scheduled during the orientation for a later date and lasts approximately 20 minutes. Please do not bring children to orientation.*

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**CLASS DAYS & TIMES**

**Starting on Wednesday, January 19<sup>th</sup> – Ending on Thursday, April 6<sup>th</sup>**

Monday 9:30 AM – 12:30 PM	Wednesday 9:30 AM – 12:30 PM	Thursday 9:30 AM – 12:30 PM
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To register for the orientation, please call 240-403-3600 or email [mngo@montgomeryworks.com](mailto:mngo@montgomeryworks.com). When you call or send your email information, state you want to register for ESL HOSPITALITY and provide following information: NAME ▪ PHONE NUMBER and EMAIL ADDRESS ▪ ORIENTATION DATE and TIME

***Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment.***

Send your name and email address to Joe Heiney-Gonzalez at [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov) to enroll in the Office of Human Resources Job Club